

AMENDMENT 0001 TO SOLICITATION
DTFAWA-10-R-00031

The purpose of this amendment is to make changes to the SIR. Accordingly, the SIR is amended as follows:

SIR SECTION B

- (1) The following sentence from Section B.2, Type of Contract, has been amended, as indicated below:

FROM: The Contractor must provide, as ordered by the Government, the following services on a time and materials basis.

TO: The Contractor must provide, as ordered by the Government, the following services on a **labor hour** basis.

- (2) Section B.3, Burdened Labor Rates, has been amended, as indicated below, to include Off-site labor rates:

Costs shall reflect fully burdened labor rates with overhead, general and administrative costs, and any appropriate escalation charges as listed below.

B.3.1 FULLY BURDENED DIRECT LABOR RATES - BASE PERIOD – 6 MONTHS

CLIN	Labor Categories	Estimated Labor Hours	On-Site Labor Rate/Hr	Off-Site Labor Rate/Hr	Price*
0001	Program Manager	1440			
	Associate	5760			
	Analyst	2880			

* On-site labor rate designation

Total CLIN 0001 \$ _____

B.3.2 FULLY BURDENED DIRECT LABOR RATES - OPTION 1 - 12 MONTHS

CLIN	Labor Categories	Estimated Labor Hours	On-Site Labor Rate/Hr	Off-Site Labor Rate/Hr	Price*
1001	Program Manager	2880			
	Associate	3840			
	Analyst	5760			

* On-site labor rate designation

Total CLIN 1001 \$ _____

B.3.3 FULLY BURDENED DIRECT LABOR RATES - OPTION 2 - 12 MONTHS

CLIN	Labor Categories	Estimated Labor Hours	On-Site Labor Rate/Hr	Off-Site Labor Rate/Hr	Price*
2001	Program Manager	2880			
	Associate	3840			
	Analyst	5760			

* On-site labor rate designation

Total CLIN 2001 \$ _____

B.3.4 FULLY BURDENED DIRECT LABOR RATES - OPTION 3 - 12 MONTHS

CLIN	Labor Categories	Estimated Labor Hours	On-Site Labor Rate/Hr	Off-Site Labor Rate/Hr	Price*
3001	Program Manager	2880			
	Associate	3840			
	Analyst	5760			

* On-site labor rate designation

Total CLIN 3001 \$ _____

B.3.5 FULLY BURDENED DIRECT LABOR RATES - OPTION 4 - 12 MONTHS

CLIN	Labor Categories	Estimated Labor Hours	On-Site Labor Rate/Hr	Off-Site Labor Rate/Hr	Price*
4001	Program Manager	2880			
	Associate	3840			
	Analyst	5760			

* On-site labor rate designation

Total CLIN 4001 \$ _____

If subcontractors or consultants contribute effort to any labor category, the rates are composites and inclusive of subcontractor or consultant direct wages, indirect costs, general and administrative expense and profit.

SIR SECTION G

(3) Section G.10, Indirect Billing Rates has been removed from the SIR in its entirety.

SIR SECTION H

(4) The following Section will be included within SIR:

H.10 SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN

- I. The Contractor, if categorized as a large business, shall provide a detailed subcontracting plan that meets all requirements of AMS Clause 3.6.1-4, Small, Small Disadvantaged, and Women-Owned Small Business Subcontracting Plans. The Offeror will ensure its subcontracting plan fully addresses each of the eleven required items listed in AMS Clause 3.6.1-4.
- II. At least forty-five (45) percent of the proposed subcontract dollar value shall be allocated to small businesses including:
 - a. At least ten (10) percent of the total proposed subcontract dollar value shall be allocated to small disadvantaged businesses.
 - b. At least five (5) percent of the proposed subcontract dollar value shall be allocated to small women-owned businesses.
 - c. At least three (3) percent of the total proposed subcontract dollar value shall be allocated to service disabled veterans owned businesses.

These goals shall apply over the life of the contract, including the base period and all option periods exercised.

SIR SECTION I

(5) The following clauses have been removed from Section I.3, Clauses and Provisions Incorporated by Reference:

- 3.10.1-1 Notice of Intent To Disallow Costs (April 1996)
- 3.10.1-3 Penalties for Unallowable Costs (October 1996)

(6) The following clauses have been added to Section I.3, Clauses and Provisions Incorporated by Reference:

3.6.1-7 Limitations on Subcontracting

SIR SECTION J

(7) Attachment J-1, Labor Category Descriptions, is revised as indicated below:

FROM:

01 - Program Manager

Education/Minimum Experience: Manager must have Master degree in business with 10 years management experience. Must have four years experience with Federal Agency (represented on the Federal Real Property Council) and proven success in briefing agency real property managers for OMB meeting and requirements.

02 - Associate

Education/Minimum Experience: Associate must have Master degree with 6 years experience in functional areas of responsibility. Must also have experience facilitating redesign of business processes as well as developing and documenting functional design. Experience managing organization goals and objectives.

03 - Analyst

Education/Minimum Experience: Analyst must have Bachelor degree in business or business information technology with 3 years of experience in functional areas of responsibility. Analyst must also possess experience with program activities within a federal real property inventory management program. Analyst must have experience in developing dashboard and familiarity with real property modeling tools and templates. Demonstrated experience in developing solution to complex inventory modeling requirements.

TO:

01 - Program Manager

Functional Responsibility: The Program Manager is responsible for prompt delivery of project deliverables such as monthly reporting on project status; advising upper management in ARC on concerns related to the requirement; managing the contractor personnel at place of contract performance (both prime and subcontractors); reviewing meeting slides to support the FRPC (Federal Real Property Council), RPESC (Department of Transportation steering committee of senior executives on real property considerations) and RPPC (Department of Transportation Real Property Planning Council of all operating administration's senior real property officers); supporting the aforementioned meetings and work groups; providing recommendations on process improvements, organizational systems and advising on enterprise

wide systems; and attending various meetings held with other FAA program offices.

Education/Minimum Experience: **The Program Manager must have a Master degree in business (or in a field of study that is relevant to real property asset management, such as IT, business management, real estate, facility management, finance, construction design, etc.) and 10 years management experience in the field of real property. Must have four years experience with a Federal Agency or Agencies represented on the Federal Real Property Council and proven success in briefing agency real property managers for OMB meetings and on OMB requirements with respect to real property.**

02 - Associate

Functional Responsibility: The Associate is responsible for assisting the Project Manager and advising the Analyst personnel regarding the prompt delivery of project deliverables, such as monthly reporting on project status; providing meeting slides to support FRPC, RPESC, RPPC, Administrative Spaceholder's Management Council and work groups; managing real estate dashboard and keeping it up to date; providing training on sustainability and other federal initiatives; and operating through various databases hosted within the FAA firewall.

Education/Minimum Experience: The Associate must have a Master degree in business (or in a field of study that is related to real property asset management such as IT, business management, real estate, facility management, finance, construction design, etc.) and 6 years experience in functional areas of responsibility. Must also have experience facilitating redesign of business processes as well as in developing and documenting functional design.

03 - Analyst

Functional Responsibility: The Analyst is responsible for assisting the Program Manager and Associate personnel regarding the prompt delivery of project deliverables; working with the Real Estate Management System (Oracle database, web enabled inventory with over 69,000 assets with more than 125 descriptors); assembling the FAA's inventory for submission to OMB via GSA annually; researching anomalies and reporting out on findings; updating the real estate dashboard; operating through various databases hosted within the FAA firewall; and participating in FAA work groups to collect information for this requirement.

Education/Minimum Experience: Analyst must have a Bachelor degree in business or business information technology (or in a field of study that is related to real property asset management such as business management, real estate, facility management, finance, construction design, etc.) and 3

years of experience in functional areas of responsibility. Analyst must also possess experience with federal real property inventory management programs. Analyst must have experience in developing a dashboard and familiarity with real property modeling tools and templates. **Analyst must have demonstrated** experience in developing solutions to complex inventory modeling requirements.

SIR SECTION L

(8) Section L.10, Specific SIR Instructions – written proposal format, is revised as indicated below:

FROM:

PART	CONTENTS	PAGE LIMITS
VOLUME I – PREFACE		
Part A	Table of Contents	Not Restricted
Part B	Glossary	Not Restricted
Part C	Executive Summary	1 Page
Part D	Administrative Submittals	Not Restricted
VOLUME II - TECHNICAL		
Part A	Technical Proposal	10 Pages
Part B	Resume of Key Personnel	3 Pages Each
VOLUME III – PAST PERFORMANCE		
Part A	Past Performance Questionnaires	Not Restricted
VOLUME IV - COST		
Part A	Cost Proposal	Not Restricted
Part B	Financial Statements	Not Restricted

TO:

PART	CONTENTS	PAGE LIMITS
VOLUME I – PREFACE		
Part A	Table of Contents	Not Restricted
Part B	Glossary	Not Restricted
Part C	Executive Summary	1 Page
Part D	Administrative Submittals	Not Restricted
Part E	Subcontracting Plan	Not Restricted
Part F	List of Subcontractors	Not Restricted
VOLUME II - TECHNICAL		
Part A	Technical Proposal	10 Pages
Part B	Resume(s) of Key Personnel	Resume - 2 Pages Each Capabilities - 1 Page Each
VOLUME III – PAST PERFORMANCE		
Part A	Past Performance Questionnaires	Not Restricted
VOLUME IV - COST		
Part A	Cost Proposal	Not Restricted
Part B	Financial Statements	Not Restricted

- (9) Section L.10, Specific SIR Instructions – Volume I, is revised as indicated below:

Part E – Subcontracting Plan

The Offeror, if categorized as a large business under NAICS Code 531390, must provide a Subcontracting Plan that fulfills all requirements contained within AMS Clause 3.6.1-4 and aligns with the goals detailed in SIR Section H.10. (See SIR Section H.10, Small Business and Small Disadvantaged Business Subcontracting Plan, for goal percentages)

Part F – List of Subcontractors

The Offeror must provide a list of subcontractors that will be working on this requirement. The list should include the subcontractors' company name and address. If the Offeror is a small business, and does not anticipate using subcontractors, then such a list is not required.

- (10) Section L.10, Specific SIR Instructions – Volume IV, is revised as indicated below:

FROM:

Part B – Financial Statements

Offerors must provide company financial statements from 2007, 2008, and 2009.

Volume III must be bound separately from Volumes I and II

TO:

Part B – Financial Statements

Offerors must provide **profit & loss statements (or the equivalent which provides comparable information) and balance sheets (or the equivalent which provides comparable information)** from 2007, 2008, and 2009.

Volume IV must be bound separately from **Volumes I, II, and III**

- (11) Remove the following sentence from SIR Section B.1, General, and incorporate it into newly added SIR Section L.16:

L.16 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE

This requirement is under NAICS Code 531390 - Other Activities Related to Real Estate, with a size standard of \$2M of gross annual receipts over the past 3 years.

SIR SECTION M

- (12) The following will be added as a subsection of SIR Section M.2., Evaluation Process:

M.2.1 Subcontracting Plan

The Subcontracting plan will be evaluated based upon the Offeror's demonstrated commitment to assuring that small business concerns are provided the maximum opportunity to participate in this effortthe performance of contract requirements. The Subcontracting Plan will be evaluated by the FAA Small Business Office, which will determine whether the plan is and deemed acceptable or unacceptable.

Acceptable - Proposed goals meet or exceed SIR established subcontracting goals detailed in SIR Section H.10, Small Business and Small Disadvantaged Business Subcontracting Plan.

Unacceptable - Offeror fails to propose goals, or proposed goals do not meet SIR established subcontracting goals detailed in SIR Section H.10, Small Business and Small Disadvantaged Business Subcontracting Plan.

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